Marine Corps Mobilization Processing System (MCMPS)
IA Cap Management Module
Training Session 4
IA Record Data Entry/Edits – Billet and Demob Info

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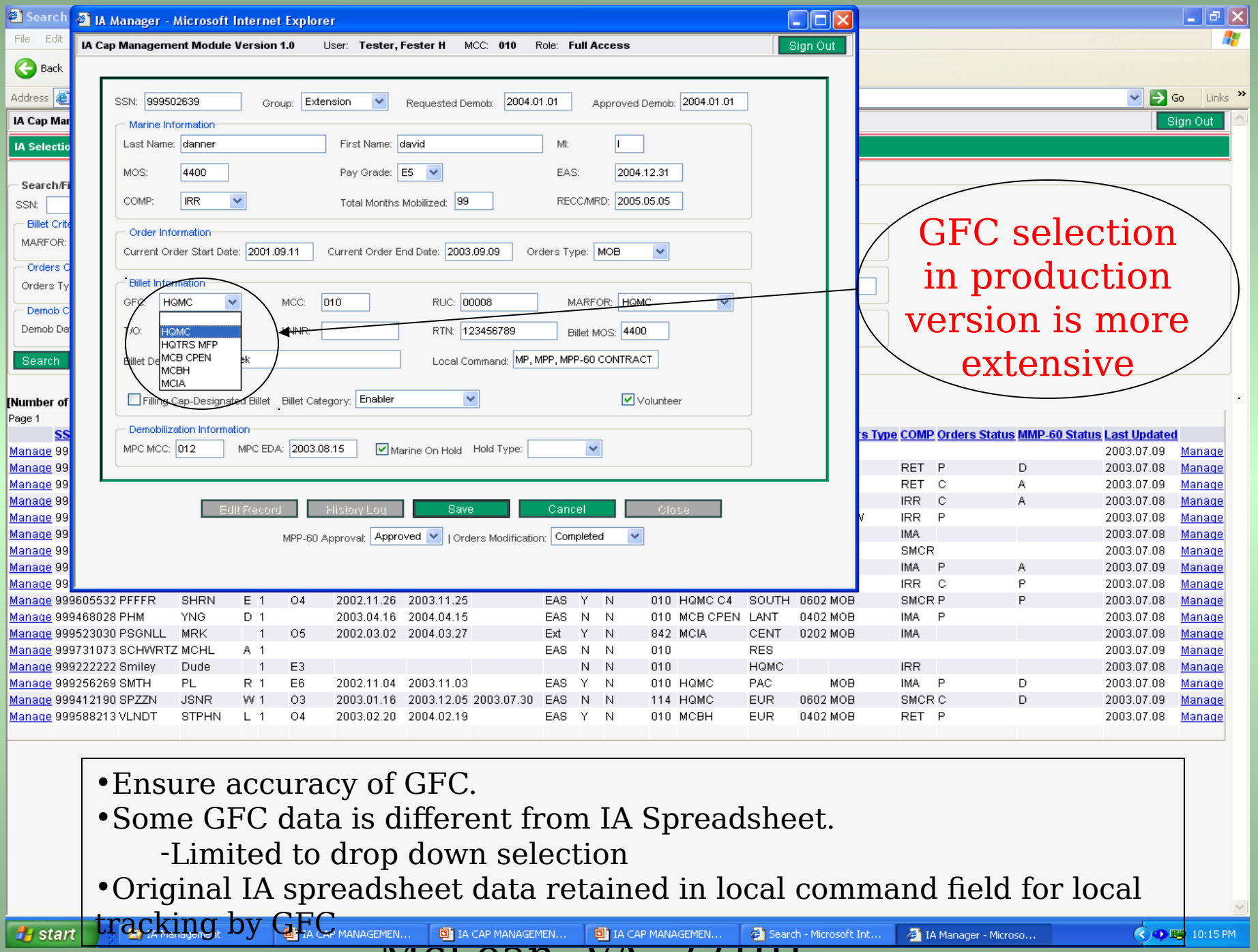
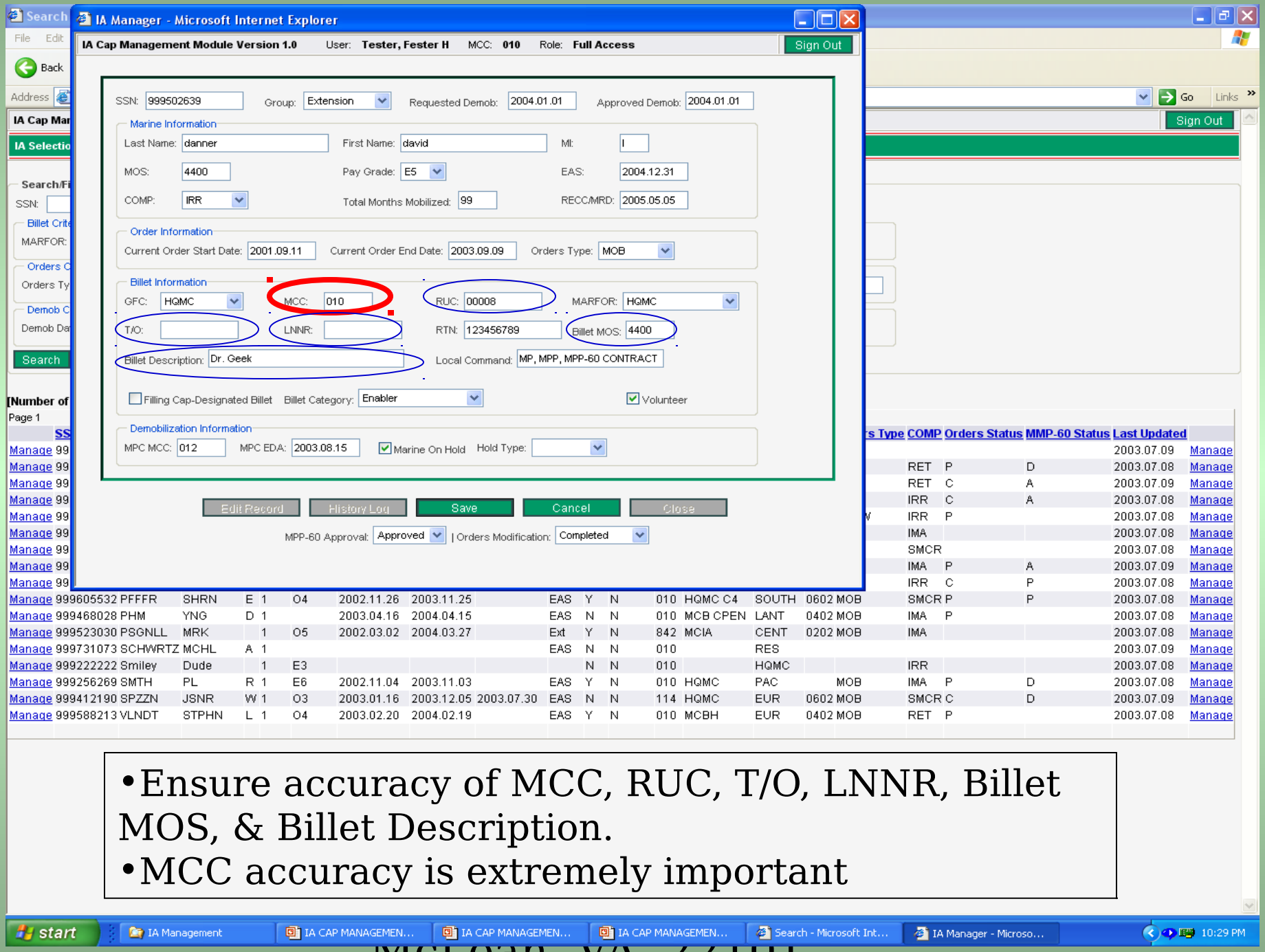
Training Session 4 – IA Record Data Entry/Edits – Billet and Demob Info

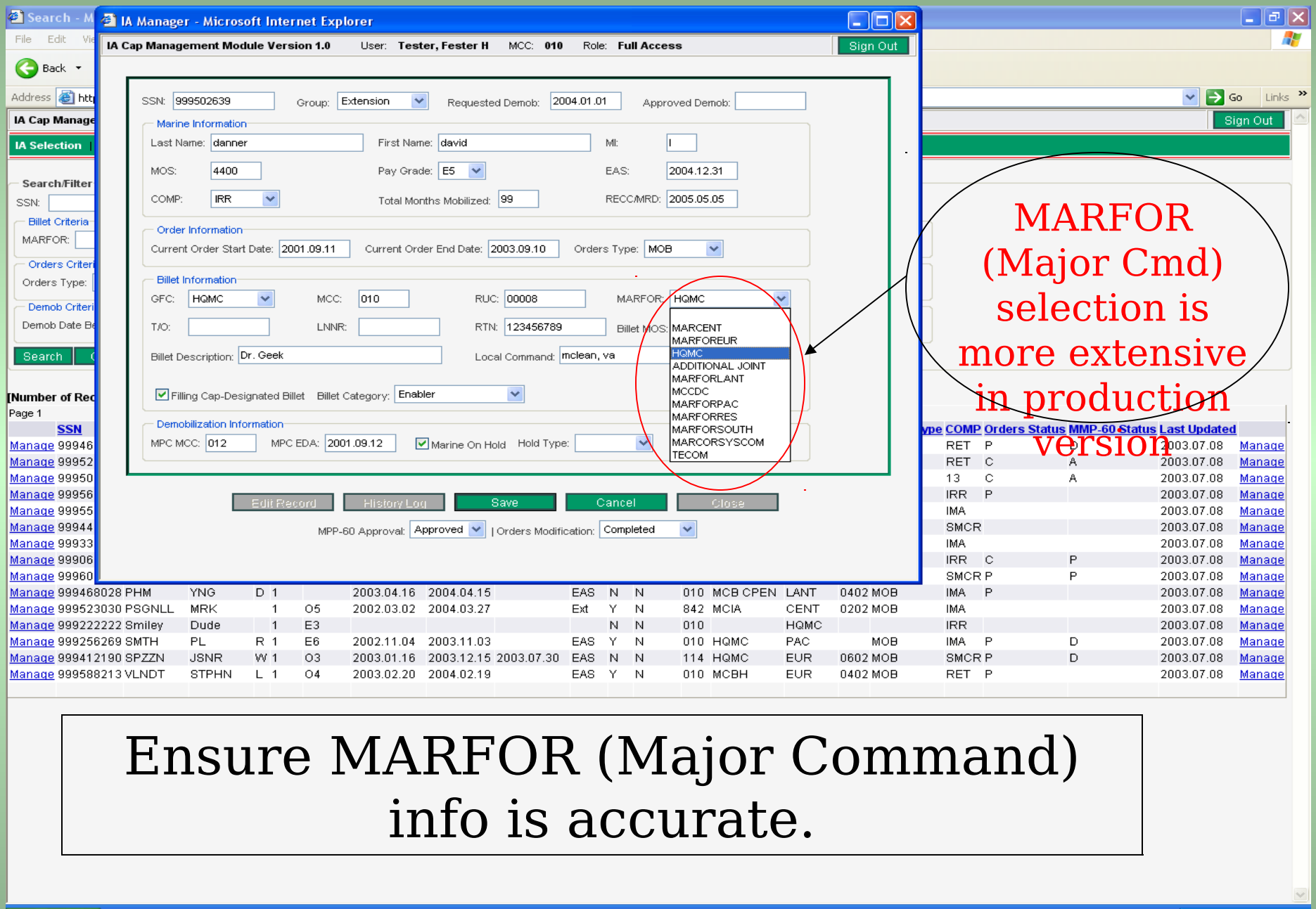
- Lesson will guide users in procedures to update the Billet and Demob data for selected IA Marine.

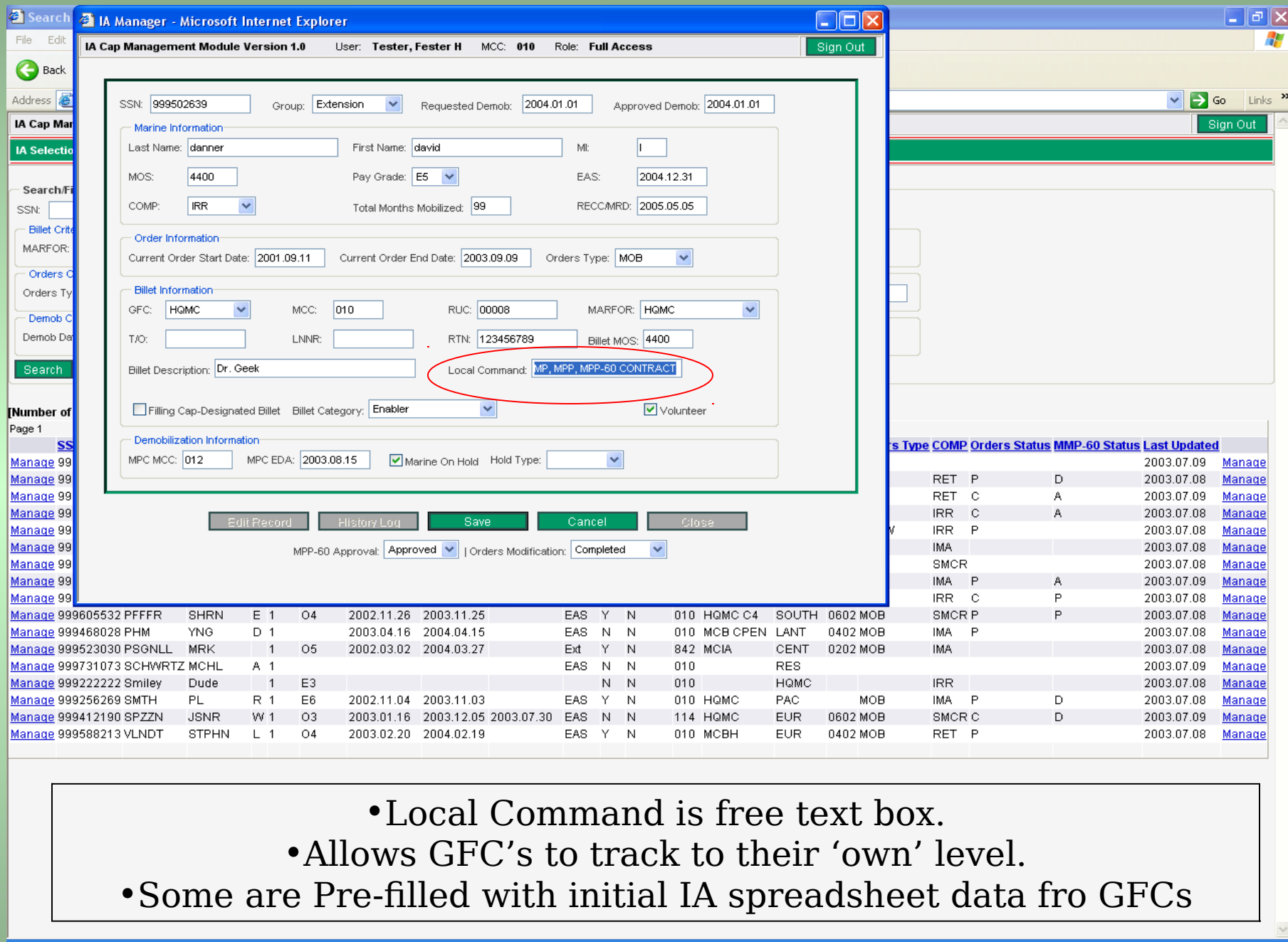


- Ensure accuracy of GFC.
- Some GFC data is different from IA Spreadsheet.
  - -Limited to drop down selection
- Original IA spreadsheet data retained in local command field for local tracking by GFC

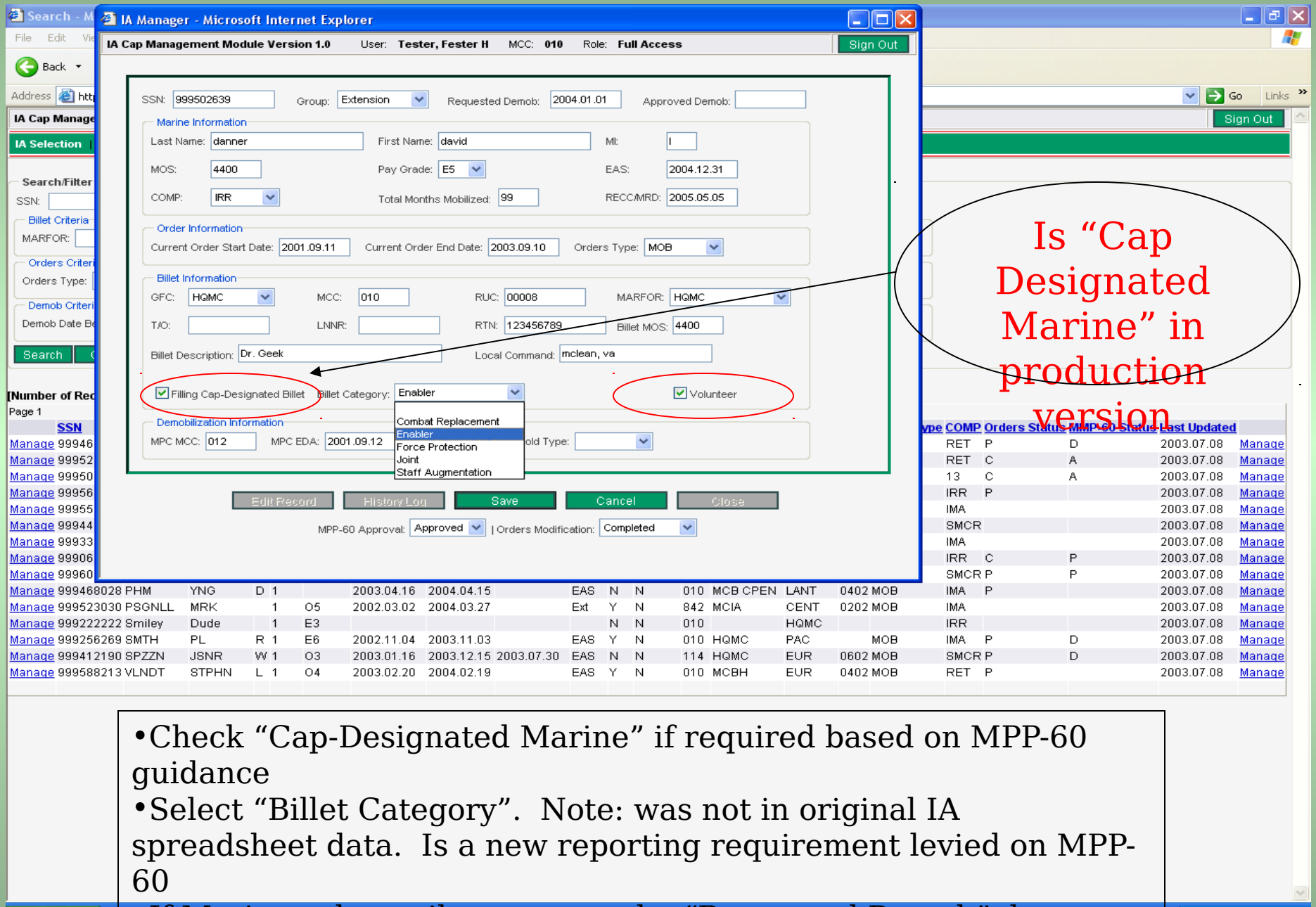


- Ensure accuracy of MCC, RUC, T/O, LNNR, Billet MOS, & Billet Description.
- MCC accuracy is extremely important

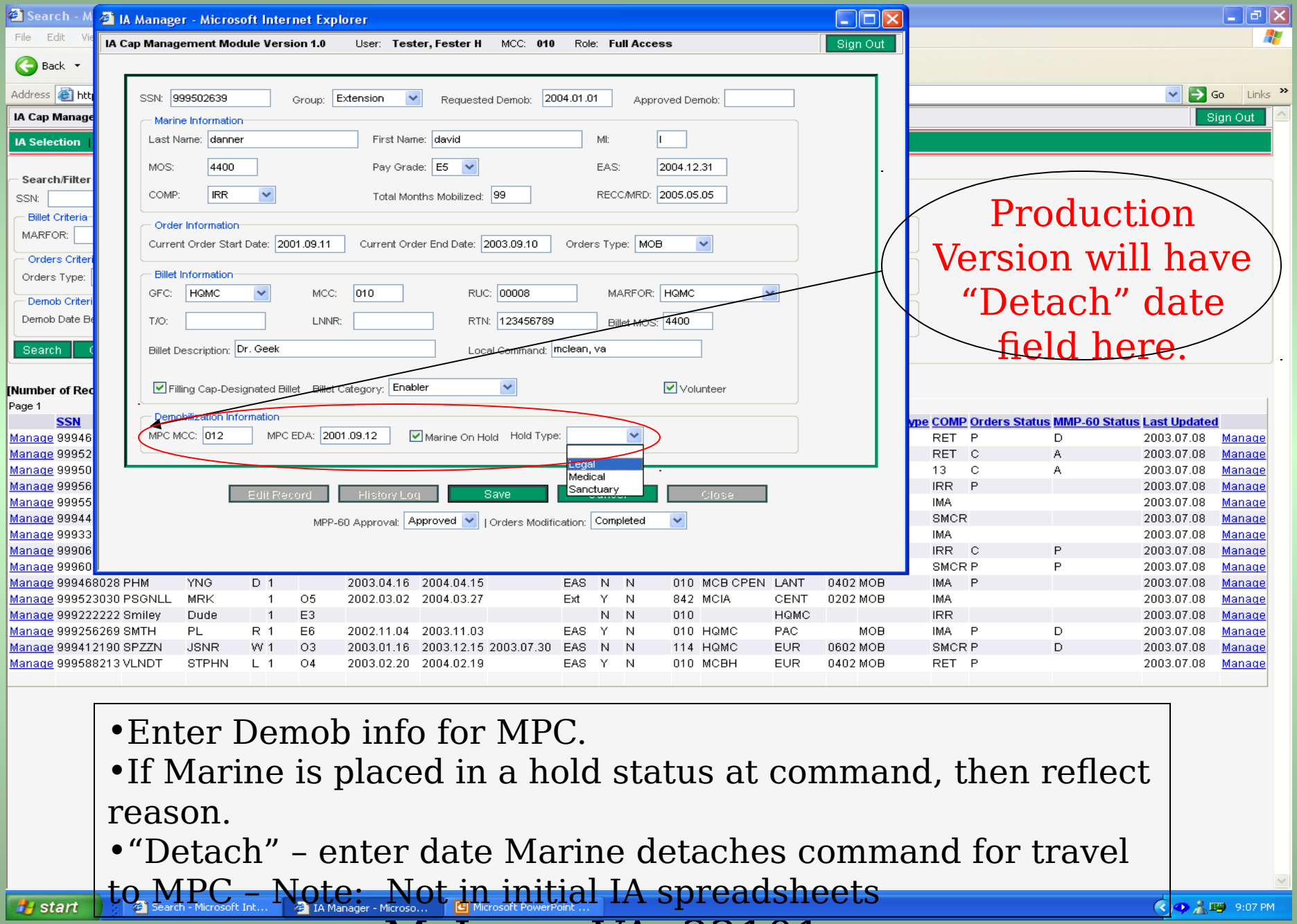

IA Manager - Microsoft Internet Explorer
IA Cap Management Module Version 1.0
User: Tester, Fester H
MCC: 010
Role: Full Access
Sign Out
SSN: 999502639
Group: Extension
Requested Demob: 2004.01.01
Approved Demob:
Marine Information
Last Name: danner
First Name: david
MI: I
MOS: 4400
Pay Grade: E5
EAS: 2004.12.31
COMP: IRR
Total Months Mobilized: 99
RECC/MRD: 2005.05.05
Order Information
Current Order Start Date: 2001.09.11
Current Order End Date: 2003.09.10
Orders Type: MOB
Billet Information
GFC: HQMC
MCC: 010
RUC: 00008
MARFOR: HQMC
T/O:
LNNR:
RTN: 123456789
Billet MOS:
Billet Description: Dr. Geek
Local Command: mclean, va
Filling Cap-Designated Billet
Billet Category: Enabler
MARCENT
MARFOREUR
HQMC
ADDITIONAL JOINT
MARFORLANT
MCCDC
MARFORPAC
MARFORRES
MARFORSOUTH
MARCORSYSCOM
TECOM
Demobilization Information
MPC MCC: 012
MPC EDA: 2001.09.12
Marine On Hold
Hold Type:
Edit Record
History Log
Save
Cancel
Close
MPP-60 Approval: Approved
Orders Modification: Completed
MARFOR (Major Cmd) selection is more extensive in production version
Ensure MARFOR (Major Command) info is accurate.
McLean, VA 22101



- Local Command is free text box.
- Allows GFC's to track to their 'own' level.
- Some are Pre-filled with initial IA spreadsheet data fro GFCs



- Check "Cap-Designated Marine" if required based on MPP-60 guidance
- Select "Billet Category". Note: was not in original IA spreadsheet data. Is a new reporting requirement levied on MPP-60
- If Marine voluntarily agrees to the "Requested Demob" date, they MUST Mobilize



- Enter Demob info for MPC.
- If Marine is placed in a hold status at command, then reflect reason.
- "Detach" – enter date Marine detaches command for travel to MPC – Note: Not in initial IA spreadsheets

- This concludes Training Session 4 -**Procedures to update the Billet and Demob data for selected IA Record**
- Please continue to Training Session 5 – **Report Selection and Generation**